

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/07/14

CLOSING DATE: 01/16/14 (4:30 PM)

SCDC INTERNAL TITLE: INTENSIVE SUPV COORD SCDC POSITION #: 021359
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: ISS UPSTATE REGION, COLUMBIA (SPARTANBURG)

STATE JOB TITLE: PROGRAM COORDINATOR II STATE JOB CLASS: AH40
BAND: 06 SALARY RANGE \$ 037945 - \$ 070204 SPECIAL INCENTIVE: NO
LEVEL: C SALARY RANGE \$ 041046 - \$ 064949 SCEIS POSITION #: 61016746

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:
A BACHELOR'S DEGREE IN THE BEHAVIORAL SCIENCES, CRIMINAL JUSTICE
OR RELATED FIELD AND FIVE (5) YEARS EXPERIENCE WORKING WITH
REHABILITATIVE PROGRAMS IN THE JUSTICE SYSTEM. MUST POSSESS BASIC
COMPUTER SKILLS.

DESCRIPTION OF DUTIES:
COORDINATE RE-ENTRY EFFORTS WITH INSTITUTIONAL AND COMMUNITY STAFF.
PARTICIPATE IN THE TRAINING OF COMMUNITY AND INSTITUTIONAL STAFF.
PROVIDE TECHNICAL ASSISTANCE AS REQUESTED. PROVIDE REGIONAL
COORDINATION OF INTENSIVE SUPERVISION SERVICES TO INCLUDE MONITORING
AND ENSURING CONTINUITY OF SERVICES. PROVIDE DIRECT SUPERVISION TO
INTENSIVE SUPERVISION OFFICERS. COORDINATE THE HIRING PROCESS OF NEW
STAFF. ENSURE THE PRACTICE OF QUALITY CASE MANAGEMENT. ENSURE THE
DEVELOPMENT AND IMPLEMENTATION OF COMMUNITY PLANNING/REVIEW TEAMS,
COMMUNITY SERVICE OPPORTUNITIES AND ELECTRONIC SURVEILLANCE OPTIONS.
OVERSEE AND MONITOR PAROLE REVOCATION PROCESS. RESPONSIBLE FOR WORKING
WITH DATABASE ADMIN. TO MAINTAIN INTENSIVE SUPERVISION DATABASE. AID
IN ANALYSIS, MONITORING AND EVALUATION OF SERVICES. INFORM AGENCY
LEADERSHIP REGARDING ONGOING IMPLEMENTATION AND PROGRESS OF INTENSIVE
SUPERVISION SERVICES AS REQUESTED. PERFORM OTHER DUTIES AS ASSIGNED
BY DIVISION DIRECTOR.

COMMENTS:
MUST WORK FLEXIBLE HOURS (NIGHTS/WEEK-ENDS/HOLIDAYS). ABILITY TO
TRAVEL THE ENTIRE UPSTATE REGION. THE INCUMBENT MUST BE WELL VERSED
IN INFORMATION TECHNOLOGY EQUIPMENT AND CONCEPT.